

Memorandum

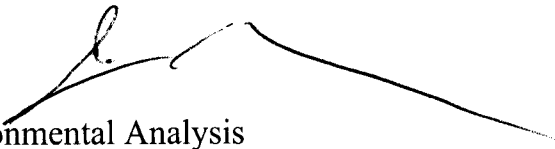
*Flex your power!
Be energy efficient!*

To: All District Deputy Directors
For Environmental Planning
All District Environmental Office/Branch Chiefs

Date: July 2, 2007

File: NEPA Delegation

From: JAY NORVELL
Chief
Division of Environmental Analysis



Subject: Review Procedures for Environmental Impact Statements and Environmental Assessments under the NEPA Delegation Pilot Program

Background

Caltrans has updated its environmental document review procedures in response to its assumption of National Environmental Policy Act (NEPA) responsibilities under the Surface Transportation Project Delivery Pilot Program pursuant to Section 6005 of the Safe, Accountable, Flexible, Efficient Transportation Act: A Legacy for Users (SAFETEA-LU). The formal assignment of NEPA responsibilities took effect on July 1, 2007 with the execution of a Memorandum of Understanding (MOU) between the Federal Highway Administration (FHWA) and Caltrans. Caltrans' application specified that Caltrans would revise its environmental document review procedures to ensure that all documents are appropriately reviewed for compliance with NEPA and other applicable federal laws. This policy memorandum describes those revised procedures.

Summary

Attachment 1 to this policy memorandum describes the 5-step review process required for all Environmental Impact Statements (EIS) and Complex Environmental Assessments (EA) prepared by under the Pilot Program. Complex EAs are defined as those EAs that include multiple location alternatives, debate related to purpose and need, strong public controversy, issues related to logical termini or independent utility, individual Section 4(f) determinations, complex Endangered Species Act issues, numerous cumulative impacts or high mitigation costs. The District Environmental Deputy or designee, with concurrence from the Headquarters Division of Environmental Analysis (DEA) Environmental Coordinator (HQ EC), will determine which documents will be processed as complex EAs due to their complex technical issues or controversial nature. For Local Assistance projects, the District Local Assistance Engineer (DLAE) and a senior environmental planner will determine Complex EAs with the concurrence of the HQ EC.

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For Environmental Planning
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The District/Region will complete an environmental document Quality Control review for each environmental document, as required in the Quality Control policy memorandum, dated July 2, 2007. The District/Region will also complete the Environmental Document Review Checklist (Attachment 2).

All EISs and Complex EAs will be reviewed by a DEA interdisciplinary team led by the HQ EC prior to District/Region approval. All EISs will be reviewed by the appropriate Legal Office, which will complete a legal review for the Draft EIS and determine legal sufficiency for the Final EIS before the EIS may be signed. The Legal Office will review EAs, as time is available, at the request of the District/Region. Routine EAs may be signed in the District/Region at the completion of the District QC Review.

For each step of the five-step process, the purpose is described, as are protocols for documentation submittals, prescribed review times, and signature authorities.

Applicability

Effective immediately for all State Highway System and Local Assistance projects under the Pilot Program, this memorandum supersedes the following Division of Environmental Analysis memoranda for environmental document review procedures:

Date	Subject
March 28, 2003	Revised EIS Review Procedures
November 29, 2001	Revised EIS Review Procedures

If you have any questions regarding this policy memorandum, please call Cindy Adams, NEPA Delegation Manager at (916) 653-5157.

Attachments

Review Procedures for Environmental Impact Statements and Complex Environmental Assessments under the NEPA Delegation Pilot Program
July, 2007

These procedures are to be followed for all Environmental Impact Statements (EISs) and Complex Environmental Assessments (EAs) [referred to here as Environmental Documents (ED)] both on and off the State Highway System for which Caltrans has been assigned responsibility under the Pilot Program. EISs and Complex EAs prepared for projects on local streets and roads shall be routed to the District Local Assistance Engineer (DLAE) prior to the quality control review and the DLAE shall receive a copy of all review comments.

Step 1 District Quality Control Review

Process Summary

The District/Region will conduct a quality control review of each administrative ED in accordance with the requirements specified in the Quality Control Policy Memorandum, dated July 2, 2007.

The five reviews that constitute District/Region quality control are:

- Resource Specialist Review
- Peer Review
- Technical Editor Review
- NEPA Quality Control Review
- Environmental Branch Chief Review

The administrative ED will be revised as necessary, based on the District/Region Quality Control review. Comments received from all five levels of review will form the basis of revisions to the administrative ED. By signing the Quality Control Certification form, each reviewer will certify that the document is adequate within his or her area of expertise. The preparer of the environmental document will also complete the Environmental Document Review Checklist (Attachment 2).

Once the Senior Environmental Planner (SEP) supervising the environmental planner that prepared or oversaw preparation of the document determines that the administrative ED is complete and adequate, he/she will sign the Quality Control Review Certification sheet and the Environmental Document Review Checklist. The items on the checklist are to be cross-referenced with the corresponding page numbers found in the administrative ED. For EDs off the State Highway System, the Local Agency is responsible for providing cross-referenced page numbers on the checklist.

Review Period

As determined by District/Region.

Step 2 Division of Environmental Analysis and Legal Reviews

District Submittal Package

One week in advance of submitting the EIS or Complex EA for review, the District/Region will notify the appropriate Headquarters Division of Environmental Analysis (DEA) Environmental Coordinator (HQ EC) and Legal Office when the document is expected to arrive for review.

To initiate DEA review, the District/Region will submit the following:

- Transmittal Memo signed by the District/Region Senior Environmental Planner (SEP) requesting review
- 5 copies of the administrative ED
- 5 electronic copies of the administrative ED
- 1 copy of each technical study
- 1 electronic copy of each technical study
- 1 copy of the completed Environmental Document Review Checklist
- Completed and signed Quality Control Certification Sheet

To initiate Legal Division review, the District/Region will submit the following:

- Transmittal Memo signed by the District/Region SEP requesting legal review in the case of a draft EIS, or legal sufficiency review, in the case of a final EIS
- 1 copy of the administrative ED
- 1 electronic copy of the administrative ED
- 1 electronic copy of each technical study
- 1 copy of the completed Environmental Document Review Checklist
- Completed and signed Quality Control Certification Sheet

Process Summary

During Step 2, DEA will perform a quality assurance review of the ED. The Legal Office will conduct a legal review of the draft EIS, or a legal sufficiency review of the Final EIS.

The HQ EC will perform a preliminary review to determine if the administrative ED is substantively complete and ready for interdisciplinary quality assurance review. In making this determination, the HQ EC will confirm that the administrative ED follows the annotated outline and includes the following:

- Correct Title Page
- All chapters and necessary resource topics are present and complete
- All appendices are present and complete
- All required correspondence relative to procedural and regulatory requirements
- Complete, clear, legible and logical exhibits and figures

If the HQ EC finds that the administrative ED is not complete, DEA will not review the document, and the Legal Office will be instructed to suspend review until the HQ EC determines that the project documentation is complete.

The HQ EC will lead an interdisciplinary team of HQ resource specialists to review the document. Resource specialists will review pertinent portions of the document for accuracy and to ensure that regulatory requirements are appropriately addressed. The project technical studies will be used in support of the review. The HQ EC will review the entire ED and perform a NEPA Quality Assurance review.

Concurrently, and independent of DEA, the Legal Office will perform its required review.

Once the interdisciplinary team has completed its review, the HQ EC will consolidate the comments to assist the District/Region in making necessary revisions to the administrative ED.

The Legal Office will provide its legal review or legal sufficiency comments to the District/Region with a copy to DEA; comments from the Legal Office are independent from the DEA comments.

In the event that the HQ EC and the Legal Office have no comments on the administrative ED, the HQ EC will recommend to the District/Region that the ED is ready for signature. For a final EIS, where legal sufficiency is involved, the Legal Office will provide a legal sufficiency finding.

Review Period

30 Days.

Comments to District

DEA will transmit its comments on the ED to the District/Region and DLAE if applicable, with a copy to the responsible Legal Office. Legal will transmit its legal review comments or legal sufficiency review comments to the District/Region and DLAE if applicable, with a copy to the HQ EC.

Step 3 District/Region Final Revision and Review

Process Summary

During Step 3, the District/Region will revise the administrative ED in response to all comments that were received from DEA and, when applicable, the Legal Office. The District/Region is encouraged to communicate with the HQ EC if further clarification is needed regarding comments. The HQ EC will work with the District/Region to resolve issues identified in the comments and to ensure the document has been revised accordingly. A meeting or workshop may be convened by the HQ EC or the District/Region/DLAE to facilitate this process.

Once the ED has been revised in response to comments, the SEP will then review the revised ED and the revised Quality Review Certification Sheet to ensure that all comments have been appropriately addressed.

Review Period

As determined by District/Region.

Step 4 HQ Pre-Approval Review

The District/Region will submit the following materials to HQ DEA:

- Transmittal Memo signed by the District/Region Senior Environmental Planner (SEP) stating that the document has been revised pursuant to HQ EC comments and requesting pre-approval review
- 1 copy of the revised ED
- 1 copy of revised ED with track changes
- 1 copy of comments with a response key
- 1 copy of the completed Environmental Document Review Checklist, as revised
- 1 copy of the signed Quality Review Certification Sheet, as revised

The Legal Office will receive the following:

- Transmittal Memo signed by the District/Region Senior Environmental Planner (SEP) stating that the document has been revised pursuant to the legal review or legal sufficiency review and requesting pre-approval review or legal sufficiency finding.
- 1 copy of the revised ED

- 1 copy of revised ED with track changes
- 1 copy of comments with a response key
- 1 copy of the completed Environmental Document Review Checklist, as revised
- 1 copy of the signed Quality Review Certification Sheet, as revised.

Process Summary

The HQ EC and the Legal Office will review the revised ED to ensure that all comments have been adequately addressed and that the ED is ready for signature. Both the HQ EC and the Legal Office must concur that its comments have been addressed. At this point, the HQ EC will take one of the following actions:

- (1) Find that minor changes are needed and coordinate directly with the document preparer to make the changes;
- (2) Determine that substantive issues remain and inform the District/Region in writing of the deficiencies and instruct them to resubmit the document upon subsequent revision;
- (3) Conclude that the ED is adequate and ready for circulation.

No approval action may be taken until both HQ EC quality assurance and legal review or legal sufficiency are satisfied.

Review Period

10 days.

Comments to District

No formal comment package is required at this step; however, in the event that substantive changes are required to the document, the HQ EC will prepare a memorandum for the District/Region detailing the deficiencies requiring correction.

Transmittal or Signature Authority

Upon completion of HQ DEA review and completing legal review or achieving legal sufficiency, the HQ EC will recommend in writing to the District/Region that the ED is ready for signature. The ED may not be signed until the ready-for-signature recommendation is received.

Step 5 District Approval

Process Summary

Following the recommendation of the HQ EC that the ED is ready for signature, the District/Region will sign the ED, consistent with the signature authorities below, and begin public circulation.

Review Period

Not applicable.

Submittal Package

The completed draft or final ED.

Signature Authority

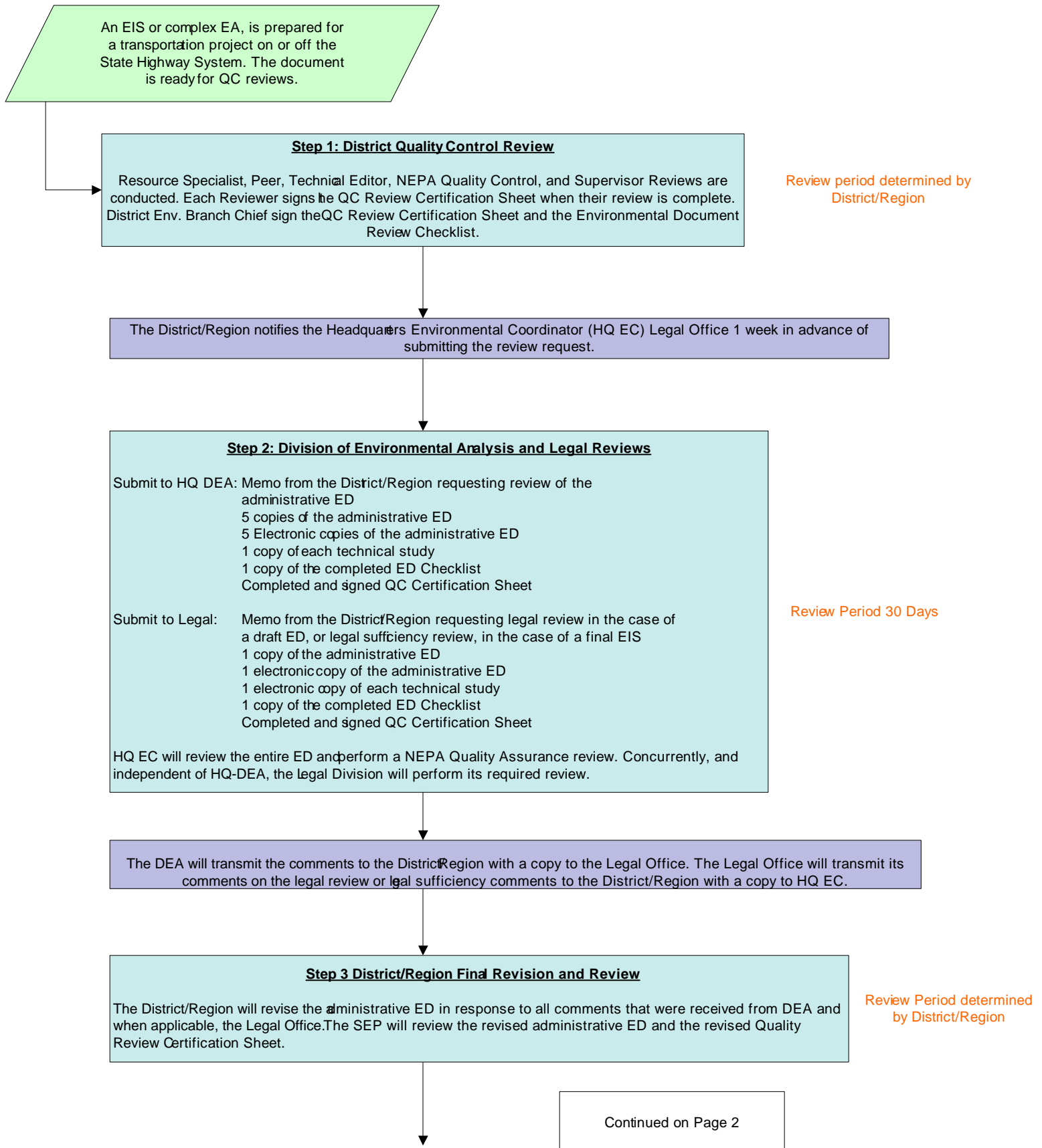
Complex EA or Finding of No Significant Impact (FONSI)

Both the SEP and the HQ EC will recommend to the District Director (DD) that the title page or FONSI is ready for signature. The DD signs the document or may designate signature authority to the (1) the DDD for Environmental Planning or (2), the Environmental Office Chief (EOC) managing the environmental assessment unit that prepared the document.

EIS/Record of Decision (ROD)

The DDD and the EC jointly recommend to the DD that the EIS title page or the ROD is ready for signature. The DD signs the EIS or ROD. This signature may not be delegated.

**Review Procedures for Environmental Impact Statements and Complex
Environmental Assessments under the NEPA Delegation Pilot Program
July, 2007**



Step 4: HQ Pre-Approval Review

The HQ EC and the Legal Office will review the revised ED to ensure that all comments have been adequately addressed and that the ED is ready for signature.

The District/Region will submit the following materials to HQ-DEA:

- Transmittal memo signed by the District/Region SEP stating that the document has been revised pursuant to HQ EC comments and requesting pre-approval review
- 1 copy of the revised ED
- 1 copy of revised ED with track changes
- 1 copy of comments with a response key
- 1 copy of the completed ED Review Checklist, as revised
- 1 copy of the signed Quality Review Certification Sheet, as revised

10 day review period

The Legal Division will receive the following:

- Transmittal memo signed by the District/Region SEP stating that the document has been revised pursuant to the legal review or legal sufficiency review and requesting pre-approval review or legal sufficiency finding.
- 1 copy of the revised ED
- 1 copy of revised ED with track changes
- 1 copy of comments with a response key
- 1 copy of the completed ED Review Checklist, as revised
- 1 copy of the signed Quality Review Certification Sheet, as revised.

Upon completion of the HQ-DEA review and completing legal review or achieving legal sufficiency, the HQ EC will recommend in writing to the District/Region that the ED is ready for signature.

Step 5: District Approval

Following the recommendation of the HQ EC that the ED is ready for signature, the District/Region will sign the ED and begin public circulation.

Submit: The Completed draft or final ED

Complex EA or Finding of No Significant Impact (FONSI)

Both the SEP and the HQ EC will recommend to the District Director (DD) that the title page or FONSI is ready for signature. The DD signs the document or may designate signature authority to the (1) the DDD for Environmental Planning or (2), the Environmental Office Chief (EOC) managing the environmental assessment unit that prepared the document.

EIS/Record of Decision (ROD)

The DDD and the EC jointly recommend to the DD that the EIS title page or the ROD is ready for signature. The DD signs the EIS or ROD. This signature may not be delegated.

Environmental Document Preparation and Review Tool

Page # in ED	Check if content is:		Major Required Content Per Annotated Outline
	Included	Not applicable	
	<input type="checkbox"/>	<input type="checkbox"/>	Cover Sheet
	<input type="checkbox"/>	<input type="checkbox"/>	Follows annotated outline format
	<input type="checkbox"/>	<input type="checkbox"/>	General Information About This Document
	<input type="checkbox"/>	<input type="checkbox"/>	"What's in this document" section
	<input type="checkbox"/>	<input type="checkbox"/>	"What you should do" section
	<input type="checkbox"/>	<input type="checkbox"/>	"What happens next" section
	<input type="checkbox"/>	<input type="checkbox"/>	Title Sheet
	<input type="checkbox"/>	<input type="checkbox"/>	Follows annotated outline format
	<input type="checkbox"/>	<input type="checkbox"/>	Title including cooperating agencies
	<input type="checkbox"/>	<input type="checkbox"/>	Signature blocks
	<input type="checkbox"/>	<input type="checkbox"/>	Contacts
	<input type="checkbox"/>	<input type="checkbox"/>	Abstract
	<input type="checkbox"/>	<input type="checkbox"/>	Due date for comments
	<input type="checkbox"/>	<input type="checkbox"/>	Summary
	<input type="checkbox"/>	<input type="checkbox"/>	Overview of project area including major actions in same geographic area
	<input type="checkbox"/>	<input type="checkbox"/>	Purpose and need
	<input type="checkbox"/>	<input type="checkbox"/>	Proposed action including reasonable alternatives and preferred alternative, if identified
	<input type="checkbox"/>	<input type="checkbox"/>	Joint CEQA/NEPA document including boilerplate
	<input type="checkbox"/>	<input type="checkbox"/>	Project impacts (beneficial and adverse) including table
	<input type="checkbox"/>	<input type="checkbox"/>	Coordination with public/other agencies (approvals, unresolved issues, areas of controversy)
	<input type="checkbox"/>	<input type="checkbox"/>	Table of Contents
	<input type="checkbox"/>	<input type="checkbox"/>	Follows annotated outline format
	<input type="checkbox"/>	<input type="checkbox"/>	List of tables and figures
	<input type="checkbox"/>	<input type="checkbox"/>	Chapter 1—Purpose and Need for Project
	<input type="checkbox"/>	<input type="checkbox"/>	Brief introduction including appropriate figures
	<input type="checkbox"/>	<input type="checkbox"/>	Summary of how purpose and need developed through planning process and relevant studies
	<input type="checkbox"/>	<input type="checkbox"/>	Bulleted list of "purpose" statements
	<input type="checkbox"/>	<input type="checkbox"/>	Statements of "Need" using categories provided in annotated outline
	<input type="checkbox"/>	<input type="checkbox"/>	Project has independent utility and logical termini?
	<input type="checkbox"/>	<input type="checkbox"/>	Chapter 2—Project Alternatives
	<input type="checkbox"/>	<input type="checkbox"/>	Restatement of existing facility and project purpose and need
	<input type="checkbox"/>	<input type="checkbox"/>	Common design features of a reasonable range of build alternatives
	<input type="checkbox"/>	<input type="checkbox"/>	Unique features of a reasonable range of build alternatives
	<input type="checkbox"/>	<input type="checkbox"/>	TSM and TDM alternatives
	<input type="checkbox"/>	<input type="checkbox"/>	Estimated cost information
	<input type="checkbox"/>	<input type="checkbox"/>	No-action alternative
	<input type="checkbox"/>	<input type="checkbox"/>	Alternatives comparison matrix (not required)
	<input type="checkbox"/>	<input type="checkbox"/>	Preferred alternative, if one has been identified
	<input type="checkbox"/>	<input type="checkbox"/>	Locally preferred alternative, if one has been identified
	<input type="checkbox"/>	<input type="checkbox"/>	Alternatives considered but eliminated from further discussion
	<input type="checkbox"/>	<input type="checkbox"/>	Permits and approvals needed
	<input type="checkbox"/>	<input type="checkbox"/>	Chapter 3—Affected Environment, Environmental Consequences, and Avoidance, Minimization and/or Mitigation Measures
	<input type="checkbox"/>	<input type="checkbox"/>	List of environmental topic areas determined to not be relevant
	<input type="checkbox"/>	<input type="checkbox"/>	Subheadings for all relevant topics:
	<input type="checkbox"/>	<input type="checkbox"/>	Regulatory Setting (use boilerplate language as appropriate)
	<input type="checkbox"/>	<input type="checkbox"/>	Affected Environment
	<input type="checkbox"/>	<input type="checkbox"/>	Impacts of each build alternative

Page # in ED	Check if content is:		Major Required Content Per Annotated Outline
	Included	Not applicable	
	<input type="checkbox"/>	<input type="checkbox"/>	Permanent impacts
	<input type="checkbox"/>	<input type="checkbox"/>	Temporary (construction) impacts
	<input type="checkbox"/>	<input type="checkbox"/>	Direct impacts
	<input type="checkbox"/>	<input type="checkbox"/>	Indirect impacts
	<input type="checkbox"/>	<input type="checkbox"/>	Cumulative impacts
	<input type="checkbox"/>	<input type="checkbox"/>	Impacts of no-build alternative
	<input type="checkbox"/>	<input type="checkbox"/>	Avoidance, Minimization, and/or Mitigation Measures
	<input type="checkbox"/>	<input type="checkbox"/>	Human Environment
	<input type="checkbox"/>	<input type="checkbox"/>	Land Use
	<input type="checkbox"/>	<input type="checkbox"/>	Regional summary
	<input type="checkbox"/>	<input type="checkbox"/>	Existing and future land uses, including map
	<input type="checkbox"/>	<input type="checkbox"/>	Development trends in project vicinity
	<input type="checkbox"/>	<input type="checkbox"/>	Description of relevant state, regional, and local plans and programs
	<input type="checkbox"/>	<input type="checkbox"/>	Transportation plans and programs
	<input type="checkbox"/>	<input type="checkbox"/>	Regional growth plans
	<input type="checkbox"/>	<input type="checkbox"/>	Habitat conservation plans
	<input type="checkbox"/>	<input type="checkbox"/>	General and community plans
	<input type="checkbox"/>	<input type="checkbox"/>	Specific development proposals
	<input type="checkbox"/>	<input type="checkbox"/>	Coastal zone management programs (use boilerplate language)
	<input type="checkbox"/>	<input type="checkbox"/>	Wild and scenic river designation (use boilerplate language)
	<input type="checkbox"/>	<input type="checkbox"/>	Consistency with relevant state, regional, and local plans and programs
	<input type="checkbox"/>	<input type="checkbox"/>	Indirect effects on land use patterns
	<input type="checkbox"/>	<input type="checkbox"/>	Identification of development prohibited from proceeding unless project is approved
	<input type="checkbox"/>	<input type="checkbox"/>	Description of and impacts/mitigation related to parks and recreational facilities
	<input type="checkbox"/>	<input type="checkbox"/>	Description of and impacts/mitigation related to Section 4(f) resources
	<input type="checkbox"/>	<input type="checkbox"/>	Growth Inducement Analysis
	<input type="checkbox"/>	<input type="checkbox"/>	Boilerplate regulatory setting
	<input type="checkbox"/>	<input type="checkbox"/>	Beneficial and adverse effects of growth
	<input type="checkbox"/>	<input type="checkbox"/>	Farmlands/Timberlands
	<input type="checkbox"/>	<input type="checkbox"/>	Boilerplate regulatory setting
	<input type="checkbox"/>	<input type="checkbox"/>	Coordination with NRCS
	<input type="checkbox"/>	<input type="checkbox"/>	Existing farmlands and farmland conversion including Form AD-1006
	<input type="checkbox"/>	<input type="checkbox"/>	Description of and impacts/mitigation related to Williamson Act contract lands
	<input type="checkbox"/>	<input type="checkbox"/>	Description of and impacts/mitigation related to timberlands
	<input type="checkbox"/>	<input type="checkbox"/>	Map of farmlands and timberlands
	<input type="checkbox"/>	<input type="checkbox"/>	Community Impacts
	<input type="checkbox"/>	<input type="checkbox"/>	Boilerplate regulatory settings
	<input type="checkbox"/>	<input type="checkbox"/>	Demographic data
	<input type="checkbox"/>	<input type="checkbox"/>	Existing types of housing and businesses
	<input type="checkbox"/>	<input type="checkbox"/>	Existing employment and tax base
	<input type="checkbox"/>	<input type="checkbox"/>	Location and sense of neighborhood and community cohesion for all alternatives
	<input type="checkbox"/>	<input type="checkbox"/>	Impacts to neighborhood and community cohesion
	<input type="checkbox"/>	<input type="checkbox"/>	Economic impact on regional and/or local economy
	<input type="checkbox"/>	<input type="checkbox"/>	Impact on economic vitality and established business districts including employment impact
	<input type="checkbox"/>	<input type="checkbox"/>	List of proposed partial and full residential and business acquisitions including table
	<input type="checkbox"/>	<input type="checkbox"/>	Description of residential and non-residential displacees for all alternatives
	<input type="checkbox"/>	<input type="checkbox"/>	Availability of replacement housing
	<input type="checkbox"/>	<input type="checkbox"/>	Environmental justice
	<input type="checkbox"/>	<input type="checkbox"/>	Utilities/Emergency Services (
	<input type="checkbox"/>	<input type="checkbox"/>	Boilerplate regulatory setting
	<input type="checkbox"/>	<input type="checkbox"/>	Description of and impacts/mitigation related to water facilities

Page # in ED	Check if content is:		Major Required Content Per Annotated Outline
	Included	Not applicable	
	<input type="checkbox"/>	<input type="checkbox"/>	Description of and impacts/mitigation related to sewage facilities
	<input type="checkbox"/>	<input type="checkbox"/>	Description of and impacts/mitigation related to electric power conveyance facilities
	<input type="checkbox"/>	<input type="checkbox"/>	Description of and impacts/mitigation related to telecommunication systems
	<input type="checkbox"/>	<input type="checkbox"/>	Description of and impacts/mitigation related to law, fire, and other emergency services
	<input type="checkbox"/>	<input type="checkbox"/>	Traffic and Transportation/Pedestrian and Bicycle Facilities
	<input type="checkbox"/>	<input type="checkbox"/>	Boilerplate regulatory setting
	<input type="checkbox"/>	<input type="checkbox"/>	Existing and post-project (20-year time horizon beyond construction) traffic circulation
	<input type="checkbox"/>	<input type="checkbox"/>	Project measures to include circulation
	<input type="checkbox"/>	<input type="checkbox"/>	Description of and impacts/mitigation related to travel patterns for residences and businesses
	<input type="checkbox"/>	<input type="checkbox"/>	Project compliance with ADA
	<input type="checkbox"/>	<input type="checkbox"/>	Construction-related impacts
	<input type="checkbox"/>	<input type="checkbox"/>	Description of proposed Traffic Management Plan
	<input type="checkbox"/>	<input type="checkbox"/>	Description of and impacts/mitigation related to existing and planned bicycle facilities
	<input type="checkbox"/>	<input type="checkbox"/>	Visual/Aesthetics
	<input type="checkbox"/>	<input type="checkbox"/>	Boilerplate regulatory setting
	<input type="checkbox"/>	<input type="checkbox"/>	Sensitive visual resources in project area
	<input type="checkbox"/>	<input type="checkbox"/>	Visual sensitivity of project area
	<input type="checkbox"/>	<input type="checkbox"/>	Before and after visual simulations
	<input type="checkbox"/>	<input type="checkbox"/>	Impacts to potential viewers of and from the project
	<input type="checkbox"/>	<input type="checkbox"/>	Proposed context-sensitive solutions
	<input type="checkbox"/>	<input type="checkbox"/>	Description of and impacts/mitigation related to scenic highways
	<input type="checkbox"/>	<input type="checkbox"/>	Cultural Resources
	<input type="checkbox"/>	<input type="checkbox"/>	Boilerplate regulatory setting
	<input type="checkbox"/>	<input type="checkbox"/>	No disclosure of location of archeological sites
	<input type="checkbox"/>	<input type="checkbox"/>	Description of APE
	<input type="checkbox"/>	<input type="checkbox"/>	Discussion of significance of each evaluated cultural resource
	<input type="checkbox"/>	<input type="checkbox"/>	Impacts on resources listed or eligible for listing on NRHP
	<input type="checkbox"/>	<input type="checkbox"/>	Documentation of Section 4(f) use, if applicable
	<input type="checkbox"/>	<input type="checkbox"/>	De-minimis impact discussion, if applicable
	<input type="checkbox"/>	<input type="checkbox"/>	Documentation of consultation (include copies of correspondence)
	<input type="checkbox"/>	<input type="checkbox"/>	MOA process, if needed
	<input type="checkbox"/>	<input type="checkbox"/>	Physical Environment
	<input type="checkbox"/>	<input type="checkbox"/>	Hydrology and Floodplain
	<input type="checkbox"/>	<input type="checkbox"/>	Boilerplate regulatory setting
	<input type="checkbox"/>	<input type="checkbox"/>	Description of base 100-year floodplain
	<input type="checkbox"/>	<input type="checkbox"/>	Longitudinal/transverse encroachments of project alternatives
	<input type="checkbox"/>	<input type="checkbox"/>	Documentation of significant encroachment into the floodplain, if applicable
	<input type="checkbox"/>	<input type="checkbox"/>	Documentation of coordination with water resources and floodplain management agencies
	<input type="checkbox"/>	<input type="checkbox"/>	Only practicable alternative finding, if required
	<input type="checkbox"/>	<input type="checkbox"/>	Summary Encroachment Report, if applicable
	<input type="checkbox"/>	<input type="checkbox"/>	Water Quality and Storm Water Runoff
	<input type="checkbox"/>	<input type="checkbox"/>	Boilerplate regulatory setting
	<input type="checkbox"/>	<input type="checkbox"/>	Description of watersheds and receiving waters
	<input type="checkbox"/>	<input type="checkbox"/>	Pertinent impact information from the Storm Water Quality Assessment
	<input type="checkbox"/>	<input type="checkbox"/>	Pertinent mitigation information from the Storm Water Quality Assessment
	<input type="checkbox"/>	<input type="checkbox"/>	Geology/Soils/Seismic/Topography
	<input type="checkbox"/>	<input type="checkbox"/>	Boilerplate regulatory setting
	<input type="checkbox"/>	<input type="checkbox"/>	Site geology and subsurface conditions
	<input type="checkbox"/>	<input type="checkbox"/>	Impacts/mitigation related to erosion and geologic hazards
	<input type="checkbox"/>	<input type="checkbox"/>	Impacts/mitigation related to natural landmarks and landforms
	<input type="checkbox"/>	<input type="checkbox"/>	Paleontology

Page # in ED	Check if content is:		Major Required Content Per Annotated Outline
	Included	Not applicable	
	<input type="checkbox"/>	<input type="checkbox"/>	Boilerplate regulatory setting
	<input type="checkbox"/>	<input type="checkbox"/>	Paleontological resources (no disclosure of exact location)
	<input type="checkbox"/>	<input type="checkbox"/>	Potential for unearthing or disturbing paleontological resources
	<input type="checkbox"/>	<input type="checkbox"/>	Hazardous Waste/Materials
	<input type="checkbox"/>	<input type="checkbox"/>	Summary of site assessments and investigations conducted
	<input type="checkbox"/>	<input type="checkbox"/>	Known and potential hazardous waste sites
	<input type="checkbox"/>	<input type="checkbox"/>	Coordination with regulatory agencies
	<input type="checkbox"/>	<input type="checkbox"/>	Justification for avoiding or not avoiding hazardous materials
	<input type="checkbox"/>	<input type="checkbox"/>	Estimate of costs for avoiding, reducing, or mitigating impacts
	<input type="checkbox"/>	<input type="checkbox"/>	Required provisions to handle hazardous materials during project implementation
	<input type="checkbox"/>	<input type="checkbox"/>	Air Quality
	<input type="checkbox"/>	<input type="checkbox"/>	Boilerplate regulatory setting
	<input type="checkbox"/>	<input type="checkbox"/>	Existing climatic and meteorological conditions
	<input type="checkbox"/>	<input type="checkbox"/>	Applicable boilerplate conformity language
	<input type="checkbox"/>	<input type="checkbox"/>	Attainment status for each pollutant
	<input type="checkbox"/>	<input type="checkbox"/>	Hot-spot analysis for CO
	<input type="checkbox"/>	<input type="checkbox"/>	Qualitative analysis for particulate matter
	<input type="checkbox"/>	<input type="checkbox"/>	Hot-spot analysis for PM2.5 for projects of air quality concern
	<input type="checkbox"/>	<input type="checkbox"/>	Construction-related impacts
	<input type="checkbox"/>	<input type="checkbox"/>	Naturally occurring asbestos and structural asbestos
	<input type="checkbox"/>	<input type="checkbox"/>	Mobile source air toxics
	<input type="checkbox"/>	<input type="checkbox"/>	Noise
	<input type="checkbox"/>	<input type="checkbox"/>	Boilerplate regulatory setting
	<input type="checkbox"/>	<input type="checkbox"/>	Sensitive land uses and receptors, including a map
	<input type="checkbox"/>	<input type="checkbox"/>	Existing and future noise levels, including tables
	<input type="checkbox"/>	<input type="checkbox"/>	Noise impact analysis ("substantial increase in noise levels"?)
	<input type="checkbox"/>	<input type="checkbox"/>	Description of noise abatement
	<input type="checkbox"/>	<input type="checkbox"/>	Noise abatement reasonable and feasible analysis
	<input type="checkbox"/>	<input type="checkbox"/>	Energy
	<input type="checkbox"/>	<input type="checkbox"/>	Quantitative analysis, if applicable
	<input type="checkbox"/>	<input type="checkbox"/>	Boilerplate language if quantitative analysis not needed
	<input type="checkbox"/>	<input type="checkbox"/>	Biological Environment
	<input type="checkbox"/>	<input type="checkbox"/>	Natural Communities
	<input type="checkbox"/>	<input type="checkbox"/>	Boilerplate introductory language
	<input type="checkbox"/>	<input type="checkbox"/>	Description of and impacts/mitigation related to habitat types (non-ESA/non-wetland)
	<input type="checkbox"/>	<input type="checkbox"/>	Wetlands and Other Waters
	<input type="checkbox"/>	<input type="checkbox"/>	Boilerplate regulatory setting
	<input type="checkbox"/>	<input type="checkbox"/>	Wetland avoidance alternatives
	<input type="checkbox"/>	<input type="checkbox"/>	Waters/wetlands in the project area
	<input type="checkbox"/>	<input type="checkbox"/>	Quantification of impacts to waters/wetlands under each alternative, including table
	<input type="checkbox"/>	<input type="checkbox"/>	Impacts on function and value of waters/wetlands
	<input type="checkbox"/>	<input type="checkbox"/>	Map of waters/wetlands to be impacted under each alternative
	<input type="checkbox"/>	<input type="checkbox"/>	Measures to minimize harm to waters/wetlands
	<input type="checkbox"/>	<input type="checkbox"/>	Wetland Only Practicable Finding
	<input type="checkbox"/>	<input type="checkbox"/>	Documentation of agency coordination (include copies of correspondence)
	<input type="checkbox"/>	<input type="checkbox"/>	Plant Species
	<input type="checkbox"/>	<input type="checkbox"/>	Boilerplate regulatory setting
	<input type="checkbox"/>	<input type="checkbox"/>	Description and impacts/mitigation related to special-status plant species (non-FESA/CESA)
	<input type="checkbox"/>	<input type="checkbox"/>	Description and impacts/mitigation related to species important to local and other agencies
	<input type="checkbox"/>	<input type="checkbox"/>	Animal Species
	<input type="checkbox"/>	<input type="checkbox"/>	Boilerplate regulatory setting

Page # in ED	Check if content is:		Major Required Content Per Annotated Outline
	Included	Not applicable	
	<input type="checkbox"/>	<input type="checkbox"/>	Description and impacts/mitigation related to special-status animal (including fish) species (non-ESA/CESA)
	<input type="checkbox"/>	<input type="checkbox"/>	Threatened and Endangered Species
	<input type="checkbox"/>	<input type="checkbox"/>	Boilerplate regulatory setting
	<input type="checkbox"/>	<input type="checkbox"/>	Documentation of federal consultation to date (include copies of correspondence)
	<input type="checkbox"/>	<input type="checkbox"/>	Consistent with Environmental Handbook Volume 3 content requirements?
	<input type="checkbox"/>	<input type="checkbox"/>	Invasive Species
	<input type="checkbox"/>	<input type="checkbox"/>	Boilerplate regulatory setting
	<input type="checkbox"/>	<input type="checkbox"/>	Description of and impacts/mitigation related to invasive species in project area
	<input type="checkbox"/>	<input type="checkbox"/>	Relationship between Long-Term Uses of the Human Environment and the Maintenance and Enhancement of Long-Term Productivity
	<input type="checkbox"/>	<input type="checkbox"/>	Irreversible and Irrecoverable Commitments of Resources that would be Involved in the Proposed Project
	<input type="checkbox"/>	<input type="checkbox"/>	Construction Impacts (Optional Placement)
	<input type="checkbox"/>	<input type="checkbox"/>	Cumulative Impacts (Optional Placement)
	<input type="checkbox"/>	<input type="checkbox"/>	Resource study area for each resource
	<input type="checkbox"/>	<input type="checkbox"/>	Current health and historical context of each resource
	<input type="checkbox"/>	<input type="checkbox"/>	Reference project-related direct and indirect impacts on each resource
	<input type="checkbox"/>	<input type="checkbox"/>	Current and reasonably foreseeable future actions and their impacts
	<input type="checkbox"/>	<input type="checkbox"/>	Mitigation for cumulative impacts
	<input type="checkbox"/>	<input type="checkbox"/>	Chapter 4—California Environmental Quality Act (CEQA) Evaluation
	<input type="checkbox"/>	<input type="checkbox"/>	Determining Significance under CEQA
	<input type="checkbox"/>	<input type="checkbox"/>	Boilerplate language
	<input type="checkbox"/>	<input type="checkbox"/>	Discussion of Significance of Impacts
	<input type="checkbox"/>	<input type="checkbox"/>	CEQA noise analysis
	<input type="checkbox"/>	<input type="checkbox"/>	Less than Significant Effects of the Proposed Project
	<input type="checkbox"/>	<input type="checkbox"/>	Significant Environmental Effects of the Proposed Project
	<input type="checkbox"/>	<input type="checkbox"/>	Unavoidable Significant Environmental Effects
	<input type="checkbox"/>	<input type="checkbox"/>	Significant Irreversible Environmental Changes
	<input type="checkbox"/>	<input type="checkbox"/>	Growth-Inducing Impacts (if not previously discussed)
	<input type="checkbox"/>	<input type="checkbox"/>	Mitigation Measures under CEQA
	<input type="checkbox"/>	<input type="checkbox"/>	Chapter 5—Comments and Coordination
	<input type="checkbox"/>	<input type="checkbox"/>	Boilerplate introduction
	<input type="checkbox"/>	<input type="checkbox"/>	Scoping process
	<input type="checkbox"/>	<input type="checkbox"/>	Consultation and coordination with public agencies
	<input type="checkbox"/>	<input type="checkbox"/>	Public participation
	<input type="checkbox"/>	<input type="checkbox"/>	Chapter 6—List of Preparers
	<input type="checkbox"/>	<input type="checkbox"/>	Chapter 7—Distribution List
	<input type="checkbox"/>	<input type="checkbox"/>	Appendix A: CEQA Checklist
	<input type="checkbox"/>	<input type="checkbox"/>	Appendix B: Section 4(f) Evaluation
	<input type="checkbox"/>	<input type="checkbox"/>	Introduction
	<input type="checkbox"/>	<input type="checkbox"/>	Description of proposed project and alternatives
	<input type="checkbox"/>	<input type="checkbox"/>	Description of 4(f) properties
	<input type="checkbox"/>	<input type="checkbox"/>	Impacts to 4(f) properties
	<input type="checkbox"/>	<input type="checkbox"/>	Avoidance alternatives
	<input type="checkbox"/>	<input type="checkbox"/>	Measures to minimize harm
	<input type="checkbox"/>	<input type="checkbox"/>	Documentation of coordination with agencies with jurisdiction of 4(f) resources
	<input type="checkbox"/>	<input type="checkbox"/>	Concluding statements
	<input type="checkbox"/>	<input type="checkbox"/>	Other park, recreational facilities, wildlife refuges, and historic properties
	<input type="checkbox"/>	<input type="checkbox"/>	Copies of correspondence
	<input type="checkbox"/>	<input type="checkbox"/>	Appendix C: Title VI Policy Statement

Page # in ED	Check if content is:		Major Required Content Per Annotated Outline
	Included	Not applicable	
	<input type="checkbox"/>	<input type="checkbox"/>	Appendix D: Summary of Relocation Benefits (if applicable)
	<input type="checkbox"/>	<input type="checkbox"/>	Appendix E: Glossary of Technical Terms (optional)
	<input type="checkbox"/>	<input type="checkbox"/>	Appendix F: Minimization and/or Mitigation Summary
	<input type="checkbox"/>	<input type="checkbox"/>	Appendix G: List of Acronyms (optional)
	<input type="checkbox"/>	<input type="checkbox"/>	List of Technical Studies

Check when completed:

☐ Signed Environmental Document Quality Control Review Certification form

☐ Memo submitting environmental document to DEA Environmental Coordinators

☐ Environmental Commitments Record